



## **General Services Administration**

### **Federal Supply Service**

### **Authorized Federal Supply Service Pricelist**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! - GSAAvantage.gov.

## **MULTIPLE AWARD SCHEDULE (MAS)**

### **Federal Supply Group: Professional Services**

### **GSA Schedule Contract Number: GS-00F-0017Y**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: March 5, 2012-March 4, 2022.

Price list current as of Modification # PS-A812 effective February 5, 2020

### **EnDyna, Inc.**

7926 Jones Branch Drive

Suite 620

McLean, Virginia 22102

703 848 8840 phone

703 848 9001 facsimile

Visit our website at: [www.endyna.com](http://www.endyna.com)

Business size: Small



**Contract Holder**  
Contract GS-00F-0017Y

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## 1. CUSTOMER INFORMATION

### 1a. Special Item Numbers/Categories:

512110, Video/Film Production	541219, Budget and Financial Management Services
54151S, IT Professional Services	541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614SVC, Supply and Value Chain Management	541620, Environmental Consulting Services
541810ODC, Other Direct Costs for Marketing and Public Relations Services	541850, Exhibit Design and Advertising Services
561920, Conference, Meeting, Event and Trade Show Planning Services	611430, Professional and Management Development Training
611512, Flight Training	OLM, Order-Level Materials

1b. Pricing for Services: See rate tables (**Section 3**) in this document

1c. Job Descriptions: See job descriptions (**Section 4**) in this document

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Worldwide

5. Point(s) of Production: Nationwide

6. Discount from List Prices or Statement of Net Price: Prices shown herein are net prices.

7. Quantity Discounts: None.

8. Prompt Payment Terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold: Yes

9b. Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold: Accepted

10. Foreign Items: None

11a. Time of Delivery: Specified on the project/task order level.

11b. Expedited Delivery: Items available for expedited delivery are noted in this price list.

11c. Overnight and Two-Day Delivery: Contact EnDyna.

11d. Urgent Requirements: Contact EnDyna.

12. F.O.B. Point(s): Destination

13a. Ordering Address: 7926 Jones Branch Drive, Suite 620, McLean, VA 22102, Attention: Ashok Siddhanti, GSA Contract Administrator

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. Payment Address: 7926 Jones Branch Drive, Suite 620, McLean, VA 22102, Attention: Ashok Siddhanti, GSA Contract Administrator

15. Warranty Provision: Not applicable

16. Export Packing Charges: Not applicable

17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Not applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): See Warranty for Repair Parts, If Applicable.

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): None

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.): N/A

25. Data Universal Number System (DUNS) Number: 032559382

26. System for Award Management (SAM): EnDyna is registered in the SAM database.

**2. INTRODUCTION TO ENDYNA**

EnDyna supports the U.S. Government in formulating and implementing knowledge-based programs. We bring our policy, management and scientific expertise to improve health, safety and the environment.

EnDyna, Inc. is a Woman-Owned Small Business (WOSB), SBA Certified Small Disadvantaged Business, and 8(a) graduate. Founded in 1999, EnDyna is headquartered in McLean, Virginia, and provides Training Development and Management, Policy and Program Support, Communications and Outreach, Environmental and Public Health Risk Management, Sustainability Management, and Conference Support Services to Government Agencies.

EnDyna's staff specializes in several technical areas including safety, emergency management, radioactive and toxic materials, and public health risk reduction. The firm provides management and technical services to the U.S. Government, including the Departments of Transportation, Homeland Security, Health and Human Services, and State, and to U.S. agencies including the Environmental Protection Agency and the General Services Administration.

EnDyna performs Federal government work through GSA contract number GS-00F-0017Y, under which we are eligible to provide Multiple Award Schedule (MAS) under Categories: 512110, 541219, 54151S, 541611, 541614SVC, 541620, 541810ODC, 541850, 561920, 611430, 611512, OLM.

If you would like to request services from EnDyna, Inc., please contact:

Ashok Siddhanti  
EnDyna, Inc.  
7926 Jones Branch Drive, Suite 620  
McLean, Virginia 22102  
703 848 8840 phone  
703 848 9001 facsimile  
[www.endyna.com](http://www.endyna.com)

### 3. ENDYNA PRICE LIST

This section contains EnDyna's GSA price list, showing EnDyna's Customer Site Labor Rates and Contractor Site Labor Rates. Please refer to **Section 3.3, SCA/SCLS Matrix**, below, for specific labor categories subject to the Service Contract Act (SCA)/Service Contract Labor Standards (SCLS).

#### 3.1 Customer Site Labor Rates

LABOR CATEGORY (All SINs)	Year 6 03/05/2017- 03/04/2018	Year 7 03/05/2018- 03/04/2019	Year 8 03/05/2019- 03/04/2020	Year 9 03/05/2020- 03/04/2021	Year 10 03/05/2021- 03/04/2022
Communication Specialist II	\$77.44	\$78.76	\$80.10	\$81.46	\$82.84
Computer Program/Applications/System Analyst-Programmer	\$99.89	\$101.59	\$103.32	\$105.07	\$106.86
Document/Design Production Specialist	\$40.59	\$41.28	\$41.98	\$42.70	\$43.42
Instructional System Designer	\$73.84	\$75.10	\$76.37	\$77.67	\$78.99
Instructor	\$77.79	\$79.11	\$80.46	\$81.83	\$83.22
Multimedia Developer/Designer/ Video Producer	\$79.05	\$80.39	\$81.76	\$83.15	\$84.56
Support Staff	\$40.59	\$41.28	\$41.98	\$42.70	\$43.42
Training Specialist, Logistics and Scheduling	\$40.59	\$41.28	\$41.98	\$42.70	\$43.42
Webinar Support Specialist	\$51.90	\$52.78	\$53.68	\$54.59	\$55.52

#### 3.2 Contractor Site Labor Rates

LABOR CATEGORY (All SINs)	Year 6 03/05/2017- 03/04/2018	Year 7 03/05/2018- 03/04/2019	Year 8 03/05/2019- 03/04/2020	Year 9 03/05/2020- 03/04/2021	Year 10 03/05/2021- 03/04/2022
Senior Database Programmer	\$112.93	\$114.85	\$116.80	\$118.79	\$120.80
Subject Matter Expert II	\$116.83	\$118.82	\$120.84	\$122.89	\$124.98
Subject Matter Expert I	\$78.08	\$79.40	\$80.75	\$82.12	\$83.52
Support Staff	\$44.47	\$45.23	\$46.00	\$46.78	\$47.58
Website and Graphic Design Support Specialist	\$57.58	\$58.56	\$59.56	\$60.57	\$61.60
Functional Specialist II	\$123.36	\$125.46	\$127.59	\$129.76	\$131.97
Functional Specialist I	\$98.69	\$100.37	\$102.07	\$103.81	\$105.57
Management Consultant III	\$123.36	\$125.46	\$127.59	\$129.76	\$131.97
Management Consultant II	\$73.26	\$74.51	\$75.78	\$77.07	\$78.38
Management Consultant I	\$65.08	\$66.18	\$67.31	\$68.45	\$69.62
Task Lead	\$102.81	\$104.56	\$106.33	\$108.14	\$109.98
Technical Editor/Graphic Designer	\$61.10	\$62.14	\$63.20	\$64.27	\$65.36
Facilitator III	\$120.60	\$122.65	\$124.73	\$126.85	\$129.01
Facilitator II	\$102.81	\$104.56	\$106.33	\$108.14	\$109.98
Facilitator I	\$81.24	\$82.62	\$84.02	\$85.45	\$86.90
Computer Program/Applications/ Systems Analyst-Programmer	\$110.02	\$111.89	\$113.79	\$115.73	\$117.69
Document/Design Production Specialist	\$44.47	\$45.23	\$46.00	\$46.78	\$47.58
Instructional System Designer	\$78.83	\$80.17	\$81.53	\$82.92	\$84.33
Instructor	\$78.03	\$79.36	\$80.71	\$82.08	\$83.48
Multimedia Developer/Designer/ Video Producer	\$86.62	\$88.09	\$89.59	\$91.11	\$92.66
Technical Writer/Editor	\$59.71	\$60.72	\$61.76	\$62.81	\$63.87
Training Specialist, Logistics and Scheduling	\$44.47	\$45.23	\$46.00	\$46.78	\$47.58
Webinar Support Specialist	\$57.42	\$58.40	\$59.39	\$60.40	\$61.43
Administrative Support I	\$44.47	\$45.23	\$46.00	\$46.78	\$47.58
Communication Specialist I	\$48.13	\$48.95	\$49.79	\$50.63	\$51.49

**ENDYNA, INC. | GS-00F-0017Y**

<b>Senior Computer Scientist</b>	\$112.93	\$114.85	\$116.80	\$118.79	\$120.80
<b>Contracts Manager</b>	\$123.36	\$125.46	\$127.59	\$129.76	\$131.97
<b>Technical Specialist</b>	\$107.09	\$108.91	\$110.76	\$112.65	\$114.56
<b>Peer Review Coordinator</b>	\$62.28	\$63.34	\$64.42	\$65.51	\$66.63
<b>Analyst III</b>	\$81.24	\$82.62	\$84.02	\$85.45	\$86.90
<b>Analyst II</b>	\$57.40	\$58.38	\$59.37	\$60.38	\$61.40
<b>Analyst I</b>	\$43.32	\$44.06	\$44.81	\$45.57	\$46.35
<b>Program Manager</b>	\$178.20	\$181.23	\$184.31	\$187.44	\$190.63
<b>Project Support Coordinator</b>	\$57.32	\$58.29	\$59.28	\$60.29	\$61.32
<b>Project Manager</b>	\$129.96	\$132.17	\$134.42	\$136.70	\$139.03
<b>Communications Specialist II</b>	\$84.86	\$86.30	\$87.77	\$89.26	\$90.78
<b>Senior Communication Specialist</b>	\$123.36	\$125.46	\$127.59	\$129.76	\$131.97
<b>Senior Scientist</b>	\$157.65	\$160.33	\$163.05	\$165.82	\$168.64
<b>Scientist II</b>	\$61.10	\$62.14	\$63.20	\$64.27	\$65.36
<b>Scientist I</b>	\$57.58	\$58.56	\$59.56	\$60.57	\$61.60
<b>Conference Manager</b>	\$87.06	\$88.54	\$90.04	\$91.57	\$93.13
<b>Event Coordinator</b>	\$85.99	\$87.45	\$88.94	\$90.45	\$91.99
<b>Travel Specialist</b>	\$47.77	\$48.58	\$49.41	\$50.25	\$51.10
<b>Industrial Hygienist</b>	\$92.15	\$93.72	\$95.31	\$96.93	\$98.58
<b>Safety and Occupational Health</b>	\$76.61	\$77.91	\$79.24	\$80.58	\$81.95
<b>Training Coordinator</b>	\$85.29	\$86.74	\$88.21	\$89.71	\$91.24
<b>IT Support Specialist</b>	\$84.70	\$86.14	\$87.60	\$89.09	\$90.61
<b>Toxicologist/Epidemiologist</b>	\$95.31	\$96.93	\$98.58	\$100.25	\$101.96
<b>Peer Review Lead I</b>	\$96.64	\$98.28	\$99.95	\$101.65	\$103.38
<b>Peer Review Lead II</b>	\$71.79	\$73.01	\$74.25	\$75.51	\$76.80
<b>Peer Review Support</b>	\$56.25	\$57.21	\$58.18	\$59.17	\$60.17
<b>Facilitator (Panel)</b>	\$79.62	\$80.97	\$82.35	\$83.75	\$85.17
<b>Expert Peer Reviewer</b>	\$71.58	\$72.80	\$74.03	\$75.29	\$76.57
<b>Lead Environmental Auditor</b>	\$154.70	\$157.33	\$160.00	\$162.72	\$165.49
<b>Environmental Compliance Auditor Assistant/Technical</b>	\$104.97	\$106.75	\$108.57	\$110.41	\$112.29
<b>Spill Prevention, Control, and Countermeasure (SPCC) Consultant</b>	\$118.23	\$120.24	\$122.28	\$124.36	\$126.48
<b>Evaluator I</b>	\$45.92	\$46.70	\$47.49	\$48.30	\$49.12
<b>Evaluator II</b>	\$79.62	\$80.97	\$82.35	\$83.75	\$85.17
<b>Evaluator III</b>	\$92.77	\$94.35	\$95.95	\$97.58	\$99.24
<b>Evaluator IV</b>	\$123.36	\$125.46	\$127.59	\$129.76	\$131.96
<b>Public Affairs Officer and Marketing Liaison</b>	\$123.36	\$125.46	\$127.59	\$129.76	\$131.96
<b>Senior Marketing and Meeting Manager</b>	\$84.86	\$86.30	\$87.77	\$89.26	\$90.78

**SCA/SCLS Matrix**

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the US Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCA/SCLS Eligible Labor Category	SCA/SCLS Equivalent Code Title	Wage Determination Number
Administrative Support I	01112 – General Clerk II	2015-4281
Document/Design Production Specialist	01613 – Word Processor III	2015-4281
Instructional System Designer	15095 – Technical Instructor/ Course Developer	2015-4281
Instructor	15090 – Technical Instructor	2015-4281
Support Staff	01112 – General Clerk II	2015-4281
Technical Writer/Editor	30462 – Technical Writer II	2015-4281
Travel Specialist	01532 – Travel Clerk II	2015-4281
Computer Programmer/Application Systems Analyst-Programmer	03102 – Computer System Analyst II	2015-4281
Webinar Support Specialist	15050 – Computer Based Training (CBT) Specialist/Instructor	2015-4281



**4. OTHER DIRECT COSTS**

SIN	ODC	Unit of Issue	GSA Awarded Ceiling Rate
541810ODC	Copies (Black & White)	(per 8.5"x11" sheet)	\$0.10
541810ODC	CD & Sleeve	Item	\$0.50
541810ODC	Name Badge	Item	\$0.25
541810ODC	Desk Sign/Table Tent	Item	\$0.20
541810ODC	Folder	Item	\$0.10
541810ODC	Placard	Item	\$0.25
541810ODC	Audio Recording	per day	\$604.53
541810ODC	Audio Equip Rental	per day	\$554.16
541810ODC	Audio CD Production	per cd	\$2.02
541810ODC	Webcasting	Hour	\$403.02

## 5. ENDYNA AWARDED LABOR CATEGORY DESCRIPTIONS

The list below provides EnDyna's consolidated list of GSA labor categories – *unchanged under this most recent modification* – under our existing GSA schedule contracts.

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>SENIOR DATABASE PROGRAMMER:</b>	<b>BA/BS</b>	<b>8</b>
Designs, develops, and maintains software tools, database systems, report generators, and data entry programs. Highly capable of managing data in both PC and mainframe environments. Operate with wide latitude for independent action.		
<b>SUBJECT MATTER EXPERT II:</b>	<b>MA/MS</b>	<b>10</b>
Provides subject matter expertise for the design, development, modification, and instruction of training materials, provide technical knowledge and functional understanding of applications and operational environment of the subject matter, processes, procedures, systems, and operating requirements, participate in all phases of curriculum development, evaluation, and testing of courseware materials. In addition, is qualified to provide instructor-led training in multiple types of presentation environments and participate in the development of test materials and training scenarios.		
<b>SUBJECT MATTER EXPERT I:</b>	<b>BA/BS</b>	<b>6</b>
Provides subject matter expertise for the design, development, modification, and instruction of training materials, provide technical knowledge and functional understanding of applications and operational environment of the subject matter, processes, procedures, systems, and operating requirements, participate in all phases of curriculum development, evaluation, and testing of courseware materials.		
<b>SUPPORT STAFF:</b>	<b>HS</b>	<b>3</b>
Depending on the functional specialty, supports the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported. Assists in office administration with general secretarial tasks, to include: word processing, coordinating purchase and supply requests, ordering materials/supplies/property, data entry, filing, telephone communications, composing correspondence, information collection, compiling and monitoring reports, maintaining filing systems, organizing meetings, and conducting and monitoring inventory of property and supplies.		
<b>WEBSITE &amp; GRAPHIC DESIGN &amp; SUPPORT SPECIALIST:</b>	<b>BA/BS</b>	<b>4</b>
Designs and produces graphics in support training development courseware and provides technical knowledge and expertise on computer graphics, digital photography, videos, animations, sequencing, and audio/visual effects in various authoring and software packages. Develops graphic user interfaces and designs illustrations for web and CD-ROM applications. Utilizes creative techniques to produce stimulating educational materials for adult learners, develops technology based instructional programs, training manuals and instructor guides, perform data entry, graphics preparation, database applications and administration, spreadsheet preparation, word processing, and other similar functions.		
<b>FUNCTIONAL SPECIALIST II:</b>	<b>MA/MS</b>	<b>10</b>
Senior expert with extensive knowledge in designated field or discipline. Provide insight and advice concerning task or project strategic direction and outcomes. Contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Apply principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of Specialists 1 and Specialists, or other staff as necessary on activated related to the specified field or discipline.		

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>FUNCTIONAL SPECIALIST I:</b>	<b>MA/MS</b>	<b>6</b>
Possesses demonstrated knowledge in designated field or discipline. Possess significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participate in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Direct the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.		
<b>MANAGEMENT CONSULTANT III:</b>	<b>BA/BS</b>	<b>9</b>
Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Direct the activities of more junior Management Consultants or other staff as necessary.		
<b>MANAGEMENT CONSULTANT II:</b>	<b>BA/BS</b>	<b>5</b>
Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Direct the activities of Management Consultants or other staff as necessary.		
<b>MANAGEMENT CONSULTANT I:</b>	<b>BA/BS</b>	<b>3</b>
Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Support the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conduct activities in support of project team's objectives. Work closely with senior Management Consultants or Task Leads.		
<b>TASK LEAD:</b>	<b>BA/BS</b>	<b>6</b>
Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.		
<b>TECHNICAL EDITOR/GRAPHIC DESIGNER:</b>	<b>BA/BS</b>	<b>4</b>
Edits scientific documentation (reports and other project deliverables) to ensure accuracy of spelling, grammar, punctuation, and references. Copy edits to ensure consistency and appropriateness of tone and style, as well as consistency of formatting. Provide substantive editing when needed to ensure good organization and logical flow of text. Develop diagrams, flow charts, and other images to accompany text from reports and other project deliverables. Create brochures, flyers, posters, photo collages, and PowerPoint or custom slides. Design newsletters, letterhead, CD labels, certificates, programs, or report covers for project deliverables. Develop technical illustrations, including tables and graphs, Gantt charts, chart, maps, and other conceptual models.		
<b>FACILITATOR III:</b>	<b>MA/MS</b>	<b>7</b>
Mediates or facilitates dialogue or dispute resolution processes involving large numbers of participants, national policy implications or high levels of conflict, including conducting assessments and providing strategic advice. Organizes and leads project teams in providing dispute resolution services and facilitation from initiation to execution.		
<b>FACILITATOR II:</b>	<b>MA/MS</b>	<b>5</b>
Facilitates small to medium size groups (including break-out sessions at workshops, intra-organizational meetings, and small multi-party stakeholder meetings), coordinates internal team, and oversees meeting logistics work of support staff, meeting summaries, and reports.		

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>FACILITATOR I:</b>	<b>BA/BS</b>	<b>5</b>
Conducts information collection and coordination as part of a project team. Also, facilitates subcommittees, breakout sessions at workshops, intra-organizational meetings, and small multi-party stakeholder meetings and workshops. In addition, organizes conferences, large meetings, report production, and web-site development and maintenance. Conducts convening interviews, drafts meeting summaries and reports, coordinates internal team, and oversees meeting logistics work of support staff.		
<b>COMPUTER PROGRAM/APPLICATIONS/SYSTEMS ANALYST-PROGRAMMER:</b>	<b>BA/BS</b>	<b>5</b>
Implements and maintains operations systems and subsystems, implements training applications on various computing platforms and equipment configurations, integrates equipment and audio visual/multimedia/video teleconferencing delivery systems, design, install, and maintain appropriate systems software programs; and identifies, evaluates, tailors, and directs the implementation of vendor-supplied software and courseware, performs systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; and recommends to content developers and customers the operating capabilities and systems configurations required for delivery of training products/services.		
<b>DOCUMENT/DESIGN SPECIALIST:</b>	<b>HS</b>	<b>3</b>
Develops diagrams, flow charts, and other images to accompany text from reports and other project deliverables. In addition, creates brochures, flyers, posters, photo collages, and PowerPoint or custom slides. Also, designs newsletters, letterhead, CD labels, certificates, programs, or report covers for project deliverables. Contribution includes developing technical illustrations, including tables and graphs, Gantt charts, chart, maps, and other conceptual models.		
<b>INSTRUCTIONAL SYSTEMS DESIGNER:</b>	<b>BA/BS</b>	<b>3</b>
Designs and develops complex, diverse instructional systems design projects, including paper-based and computer-based formats, using Instructional Systems Development model. Additionally, develops instructionally valid training, testing, and post-training evaluation materials by analyzing and interpreting user requirements, technical specifications, application features, and functions to translate them into appropriate training formats. Possesses the ability to use a formal, structured approach to design and develop training materials in various formats, such as for classroom training, computer based training, e-learning and web-based courses, demonstrations, and presentations.		
<b>INSTRUCTOR:</b>	<b>BA/BS</b>	<b>3</b>
Provides course instruction. Training may be via formal or informal settings including classroom training, presentations, demonstrations, one-on-one assistance, and web-based training. Systematically assists with development of new training as well as modifications or customization of existing training materials. For formal training sessions, ensures all training materials are available, and ensure all equipment is functional prior to start of session.		
<b>MULTIMEDIA DEVELOPER/DESIGNER/VIDEO PRODUCER:</b>	<b>BA/BS</b>	<b>5</b>
Designs and produces graphics in support training development courseware and provides technical knowledge and expertise on computer graphics, digital photography, videos, animations, sequencing, and audio/visual effects in various authoring and software packages. Develops graphic user interfaces and designs illustrations for web and CD-ROM applications. Effectively utilizes creative techniques to produce stimulating educational materials for adult learners. Develops technology based instructional programs, training manuals and instructor guides, perform data entry, graphics preparation, database applications and administration, spreadsheet preparation, word processing, and other similar functions.		
<b>TECHNICAL WRITER/EDITOR:</b>	<b>BA/BS</b>	<b>3</b>
Designs, writes, formats, updates, and edits material for training courses, outreach, and website postings that include, but are not limited to, technical narratives for training courses, student training aids, training manuals, instruction guides, lesson plans, policies and procedures, webinars, and computer-based training applications. Conducts research and ensures the use of proper technical terminology for courseware and associated training materials.		

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>TRAINING SPECIALIST-LOGISTICS AND SCHEDULING:</b>	<b>HS</b>	<b>4</b>
Schedules, coordinates, and communicates all aspects of training courses for students and instructors from the start to the close-out of both on-line training (electronic Internet-based forums and discussion groups, video conferencing, and other electronic communications) and off-line courses. Establishes, generates, and maintains tracking of all relevant files, documents, and correspondence relative to requests for and delivery of training. Handles logistics of providing training materials, as well as coordinating with instructors and students in support of scheduling travel, lodging, and conferences. Responsible for the testing, certification, and maintenance processes for numerous and varying courses.		
<b>WEBINAR SUPPORT SPECIALIST:</b>	<b>BA/BS</b>	<b>3</b>
Develops and implements guidelines and protocol for conducting Webinars, stakeholder outreach, posting presentations and discussions, and streamlining the current Webinar process to get further outreach and participation. For each web cast, provides administrative and logistical support for scheduling, registering, and following-up with participants. In addition, facilitates webinars by setting up the technical aspects and assisting the presenters with using the web conference technology.		
<b>ADMINISTRATIVE SUPPORT I:</b>	<b>HS</b>	<b>2</b>
Support contract administrators and business support people in the company. Assists in administering contracts, preparing cost estimates, may have contact with client contract administrators. Works under the supervision of senior administrative staff, but operates with some latitude for independent action.		
<b>COMMUNICATION SPECIALIST I:</b>	<b>BA/BS</b>	<b>0</b>
Entering classification for professional staff with some related experience and relevant academic discipline. Under close supervision of senior or mid-level staff, performs basic research, writing, and editing. Directed and evaluated for work from senior or mid-level staff. Additionally, works on task levels that require less independent action or decision-making latitude.		
<b>SENIOR COMPUTER SCIENTIST:</b>	<b>BA/BS</b>	<b>8</b>
Designs, develops, and maintains software tools, database systems, report generators, and data entry programs. Is capable of managing data in both PC and mainframe environments and operates with wide latitude for independent action.		
<b>CONTRACTS MANAGER:</b>	<b>BA/BS</b>	<b>10</b>
Senior contract administrators and business support people in the company. Administers and negotiates contracts prepares and/or reviews all cost estimates, interfaces with client contract administrators. In addition, serves as in-house contractual consultants. Also operates with wide latitude for independent action.10 BA/BS or related Business or relevant field.		
<b>TECHNICAL SPECIALIST:</b>	<b>MA/MS</b>	<b>6</b>
Specializes in subject or content related to the environmental work, such as expertise in Public Health Risk Assessment, Risk Management, Radioactive Waste Management, Superfund Cleanup, Global warming, Climate change or Green Chemistry. Additionally, provides specialized expertise to projects or contracts for work under their specialized expertise. This could include, research, writing documents, modeling, briefings, technology overviews, technical guidance and regulatory support in the area.		
<b>TECHNICAL WRITER:</b>	<b>BA/BS</b>	<b>3</b>
Designs, writes, formats, and updates, material for training courses, outreach, and website postings that include, but are not limited to, technical narratives for training courses, student training aids, training manuals, instruction guides, lesson plans, policies and procedures, webinars, and computer-based training applications. Conducts research and ensures the use of proper technical terminology for courseware and associated training materials.		
<b>PEER REVIEW COORDINATOR:</b>	<b>BA/BS</b>	<b>5</b>
Coordinates Peer Reviews for various scientific documents and developing standards for government agencies. The work includes: identifying expertise, getting contracts out to experts, setting up timeline, coordinating materials posting, conflict of interest identification, synthesizing comments, assisting with logistics of organizing comment resolution meeting between peer reviewers.		

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>ANALYST III:</b>	<b>BA/BS</b>	<b>5</b>
Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within SIN functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Responsible for providing leadership and vision to client and project teams around the methodology. Additionally, resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Identifies technological and business strengths, establishes data systems that leverage and capitalize on the knowledge of employees, and finds ways to use that knowledge to maximize opportunities and improves business processes, collects data, analyzes training support functions and other training areas, and recommends business process improvements. Develops alternatives showing where the work is processed differently under different circumstances for validating business process improvements, performs statistical and financial analyses, identifies best practices throughout organization and communicates/ implements these practices, provides overall technical and financial direction to the knowledge management function and develops controls, budgets, and measurements to monitor progress. Also, directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Managerial and supervisory skills required.		
<b>ANALYST II:</b>	<b>BA/BS</b>	<b>3</b>
Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Perform analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conduct activities in support of project team's objectives. Writes meeting summaries, arranges logistics for meetings and trainings, provides outreach materials and contacts, records flip charts in meetings, tracks expenses for projects, and works as liaison to committees and subcommittees. Arranges and facilitates conference calls on routine issues. Work closely with Analyst III, Task Leads, or Project Manager. Direct the activities of junior staff as necessary.		
<b>ANALYST I:</b>	<b>BA/BS</b>	<b>1</b>
Possesses knowledge of applying analytic methodologies and principles to address client's needs. Support analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conduct activities in support of project team's objectives. Work closely with senior Analysts or Team Leads.		
<b>PROGRAM MANAGER:</b>	<b>MA/MS</b>	<b>14</b>
Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contribute to organizational direction through regular involvement with senior level client leadership and team members. Maintain productive and effective client relationship with the most senior levels of the client organization. Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision. This may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.		
<b>PROJECT SUPPORT COORDINATOR:</b>	<b>BA/BS</b>	<b>2</b>
Creates or edits moderately complex documents. Arranges logistics for meetings and trainings, provides outreach materials and contacts, arranges conference calls and arranges meeting participant travel.		



LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>PROJECT MANAGER:</b>	<b>BA/BS</b>	<b>10</b>
Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. In addition, responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assist the Program Manager as required in managing contract performance.		
<b>COMMUNICATION SPECIALIST II:</b>	<b>BA/BS</b>	<b>3</b>
Designs and develops outreach material for training using multiple technologies. Ensure integrity of training requirements, training hierarchies, instruction materials, and evaluation plans. Interact with stakeholders and subject matter experts to ensure technical accuracy of outreach material.		
<b>SENIOR COMMUNICATION SPECIALIST:</b>	<b>BA/BS</b>	<b>8</b>
Senior staff member with broad background in researching, writing, editing, and producing communications products in related disciplines; manages multiple tasks (and/or contracts). Plans, conducts and supervises assignments; oversees staffing and allocation of resources; supplies technical expertise and QA/QC review; initiates liaison between staff and client; and oversees budget. Operate with wide latitude for independent action.		
<b>SENIOR SCIENTIST:</b>	<b>MA/MS</b>	<b>10</b>
Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to original and apply new and unique methods and procedures. Supply technical advice and counsel to other professionals. Operate with wide latitude for independent action.		
<b>SCIENTIST II:</b>	<b>MA/MS</b>	<b>3</b>
Under general supervision of senior technical staff, plans, conducts, and supervises assignments normally involving smaller projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results, makes changes in methods, design, or equipment where necessary. Operate with some latitude for independent action or decision.		
<b>SCIENTIST I:</b>	<b>BA/BS</b>	<b>0</b>
Works under close supervision of senior or mid-level technical staff. Gathers and correlates basic data and performs routine analyses. Work on less complicated assignments.		
<b>CONFERENCE MANAGER</b>	<b>BA/BS</b>	<b>10</b>
Responsible to lead all major meeting/conference planning work. Responsible for vendor contracts and client interaction. Oversees staff during all events. Assist on all pre-conference/on-site/post-conference activities to ensure all contract requirements are fulfilled and the highest quality attained.		
<b>EVENT COORDINATOR:</b>	<b>BA/BS</b>	<b>5</b>
Assists Conference Manager in all pre-meeting planning and conference-related material production and distribution. Coordinates and assists in the registration of attendees and participants. Supports all note-takers, including recording meetings themselves. Assists in the production of post-conference-related materials including summary reports. General on-site assistant with any required tasks.		
<b>TRAVEL SPECIALIST:</b>	<b>BA/BS</b>	<b>1</b>
Schedule, coordinate, and communicate all aspects of travel and lodging for students and instructors from the start to the closeout of courses. As well as handle logistics of coordinating with instructors and students in support of scheduling travel, lodging, and conferences and arrange conferences and conference facilities, as needed. Works with GOVTRIP system for all travel related functions for the government meetings.		

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>INDUSTRIAL HYGIENIST:</b>	<b>BA/BS</b>	<b>5</b>
Conducts health programs in government organization to recognize, eliminate, and control occupational health hazards and diseases. Collects samples of dust, gases, vapors, and other potentially toxic materials for analysis. Designs, manages, and conducts industrial hygiene field studies related to worker exposures, including, but not limited to, air and noise sampling, area noise, illumination, ventilation surveys, indoor air quality (IAQ), ergonomic and other studies. Operates and maintains instruments including sampling pumps, calibrators, noise dosimeters, sound level meters, and direct reading gas meters. Conducts technical research. Develops sampling strategies for industrial hygiene projects. Develops and completes workplace exposure assessment plans. Conducts safety inspections and provide safety services. Assist with environmental health & safety audits at client site. Collect notes on activities performed by workers being monitored and/or maintain daily log of activities related to project work. Complete data sheets, chain of custody forms, and prepare samples for shipment to laboratory. Create data tables and drawings for reports. Prepare reports which include analysis of industrial hygiene data, regulatory requirements, and recommendations. Interface with clients to plan and complete field work. Provide expert consultation to clients as it relates to OSHA compliance, industry consensus standards, and best practices. Make presentations on industrial hygiene issues. Certification in safety or emergency management, or an additional 3-years' experience may be substituted for certification.		
<b>SAFETY AND OCCUPATIONAL HEALTH SPECIALIST:</b>	<b>BA/BS</b>	<b>3</b>
Experience (including 2 years in emergency management) performing similar services in the industry or with the government agency. Experienced and technical expertise in environmental and occupational safety and health to support all the areas of work. Certification in safety or emergency management, or an additional 3-years' experience may be substituted for certification.		
<b>TRAINING COORDINATOR:</b>	<b>BA/BS</b>	<b>10</b>
Provides complete aptitude in the areas of training development and evaluation. Oversees all training requirements under individual programs or projects. Experienced in conducting and managing training classes, and performing services in the industry or with the government agency.		
<b>IT SUPPORT SPECIALIST:</b>	<b>BA/BS</b>	<b>5</b>
Ensures that web design and electronic information systems support is provided in accordance with federal security protocols, IT systems, and content designed in line with agency style guide.		
<b>TOXICOLOGIST/EPIDEMIOLOGIST:</b>	<b>MA/MS</b>	<b>5</b>
Seasoned epidemiologist and trained toxicologist with years of work within federal, as well as private and public clients. Supports all the tasks related to individual's expertise.		
<b>PEER REVIEW LEAD I:</b>	<b>BA/BS</b>	<b>10</b>
Coordinates letter and panel style peer reviews for various scientific documents and developing standards for clients. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. Responsible for communicating status and processes to the PM as well as with the task-level government representative. Ultimately responsible for ensuring successful task order completion within the scheduled time-frame consistent with the established scope of work to include both the technical and financial solutions. This includes working with project staff on the selection and determining compensation, if any, of peer reviewers. Also develops charge questions and prepares the comment synthesis in peer review reports.		
<b>PEER REVIEW LEAD II:</b>	<b>BA/BS</b>	<b>5</b>
Coordinates letter and panel style peer reviews for various scientific documents and developing standards for clients. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. Responsible for communicating status and processes to the PM as well as with the task-level government representative. Ultimately responsible for ensuring successful task order completion within the scheduled time-frame consistent with the established scope of work to include both the technical and financial solutions.		



LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>PEER REVIEW SUPPORT:</b>	<b>BA/BS</b>	<b>3</b>
Brings broad expertise in assisting peer review related projects. Activities and responsibilities include managing meeting room and AV setup, registration website content, and site visits, planning meetings, and peer review teleconferences. Experience supporting letter and panel style peer reviews and implementing work plans.		
<b>PEER REVIEW FACILITATOR:</b>	<b>BA/BS</b>	<b>5</b>
For panel-style peer reviews, the Facilitator will coordinate the organization of the peer review meeting and provide facilitation and problem-solving to lead participants on discussions of issues and questions related to the specific topics of the peer review. In addition to responsibilities associated with facilitating live discussions, the Facilitator is also responsible for developing a facilitator's agenda, which is developed from planning meetings, and, when requested, may be provided to the government for review prior to each meeting. The Facilitator will work closely with the Peer Review Lead and Peer Review Coordinator regarding the pre-meeting aspects for a peer review panel.		
<b>EXPERT PEER REVIEWER:</b>	<b>BA/BS</b>	<b>5</b>
To support and assist the client in the review of studies, reports, or manuals. Use of EnDyna's peer review processes, and free of conflict of interest issues, to ensure that review is conducted objectively, and that the comments will be objective and fair. Restricts opinions to documents, activities, policies, and processes that are covered by the review. This ensures that all organizations are being treated alike, and that any potential biases of Peer Reviewers are avoided. Peer Reviewers use their individual expertise to provide valuable suggestions to the client for addition, deletion, or revisions.		
<b>LEAD ENVIRONMENTAL COMPLIANCE AUDITOR:</b>	<b>MA/MS</b>	<b>14</b>
The Lead Environmental Auditor must be a Board Certified Professional Environmental Auditor. Demonstrates expertise in conducting environmental audits at federal facilities. Demonstrates expertise and knowledge in the operations and maintenance of a Central Utility Plant as it relates to an environmental audit. Up-to-date subject matter and technical training related to the environmental requirements described above. Demonstrates competency in all areas with federal, state, local regulations as well as permit requirements. Demonstrates specific experience auditing government sites, knowledge in their program areas, knowledge on use of audit software and US TEAM guide.		
<b>ENVIRONMENTAL COMPLIANCE AUDITOR ASSISTANT/TECHNICAL:</b>	<b>MA/MS</b>	<b>10</b>
Demonstrates expertise in conducting environmental audits at federal facilities. Demonstrates expertise and knowledge in the operations and maintenance of a Central Utility Plant as it relates to an environmental audit. Up-to-date subject matter and technical training related to the environmental requirements described above. Demonstrates competency in all areas with federal, state, local regulations as well as permit requirements. Demonstrates specific experience auditing government sites, knowledge in their program areas, knowledge on use of audit software and US TEAM guide.		
<b>SPILL PREVENTION, CONTROL, AND COUNTERMEASURE (SPCC) CONSULTANT:</b>	<b>MA/MS</b>	<b>10</b>
The SPCC Consultant must be a Registered Professional Engineer (PE). Certifies the integrated SPCC and Facility Response Plans that are prepared in accordance with regulatory requirements and good engineering practices.		
<b>EVALUATOR I:</b>	<b>BA/BS</b>	<b>3</b>
Supports senior government leadership and staff to develop, implement, and interpret program data and evaluations, both qualitative and quantitative, to enhance client's business areas. Evaluation activities include feasibility studies to determine the parameters of potential evaluations, business process evaluations to map business processes and propose improvements, and ongoing standard and in-depth program evaluations to determine program efficacy.		
<b>EVALUATOR II:</b>	<b>BA/BS</b>	<b>5</b>
Supports senior government leadership and staff to develop, implement, and interpret program data and evaluations, both qualitative and quantitative, to enhance client's business areas. Evaluation activities include feasibility studies to determine the parameters of potential evaluations, business process evaluations to map business processes and propose improvements, and ongoing standard and in-depth program evaluations to determine program efficacy.		

LABOR CATEGORY, Functional Responsibility	Minimum Education	Years Relevant Experience
<b>EVALUATOR III:</b>	<b>MA/MS</b>	<b>6</b>
Supports senior government leadership and staff to develop, implement, and interpret program data and evaluations, both qualitative and quantitative, to enhance client's business areas. Evaluation activities include feasibility studies to determine the parameters of potential evaluations, business process evaluations to map business processes and propose improvements, and ongoing standard and in-depth program evaluations to determine program efficacy. Identifies subjects of and goals for evaluation; draft recommendations for evaluation approach and timeline; draft proposals for funds and any clearance documents required. Implements evaluation, meeting with staff on a regular basis to discuss progress and troubleshoot issues.		
<b>EVALUATOR IV:</b>	<b>MA/MS</b>	<b>10</b>
Supports senior government leadership and staff to develop, implement, and interpret program data and evaluations, both qualitative and quantitative, to enhance client's business areas. Evaluation activities include feasibility studies to determine the parameters of potential evaluations, business process evaluations to map business processes and propose improvements, and ongoing standard and in-depth program evaluations to determine program efficacy. Identifies subjects of and goals for evaluation; draft recommendations for evaluation approach and timeline; draft proposals for funds and any clearance documents required. Implements evaluation, meeting with staff on a regular basis to discuss progress and troubleshoot issues. Analyzes evaluation results and generates final reports, presentations, and other vehicles for communicating the process, data, and recommendations of the evaluation. Develops data analytic strategies, conducts data analyses, interprets, and drafts results and/or recommendations based on analyses.		
<b>PUBLIC AFFAIRS AND MARKETING LIAISON:</b>	<b>BA/BS</b>	<b>10</b>
Manages day-to-day operations, and coordinates the flow of communications activities, according to client's direction. Primary POC to client for communications consultation and representation. Maintains the client's Strategic Communications Plan, which includes traditional and social media activities, as applicable. Responsible for securing clearances and approvals for all dissemination activities, internal and external. Represents client at select events and demonstrations. Coordinates and leads client's site visits (official and unplanned) by government officials.		
<b>SENIOR MARKETING AND MEETING MANAGER:</b>	<b>BA/BS</b>	<b>5</b>
Works directly with Public Affairs and Marketing Liaison. Manages both the development and dissemination of client's communications products. Supports the development and packaging of event-related materials, exhibits, presentations, and other design materials for client's event, trade shows, and conferences. Also coordinates the travel profiles, justifications and cost approvals, and reservations of client personnel attending or participating in conferences. Develops and sources content; manages subscriptions and distribution lists; coordinates writing, editing, and dissemination.		